



EMPLOYEE ASSISTANCE PROGRAM August 2025

Time Management: Handling Multiple Priorities

Atrium Health's Employee Assistance Program is designed to help employees and their families overcome personal concerns and other issues in the workplace and at home to achieve a healthy work-life balance.

We believe healthy, engaged employees are the foundation of a successful organization.

Our free prevention and wellness seminars are designed to help ensure our teammates have access to the resources they need for a happy workplace and a healthy home life.

Goals of **Time Management: Handling Multiple Priorities** webinar include:

- Explore common myths about time management
- Learn the key steps in planning and prioritizing
- Discuss how to recognize internal and external time wasters
- Examine procrastination and make a commitment to stop it

Dates	Times	
August 7th 2025	10:00am - 11:00am	Webinar
August 13th 2025	12:00pm - 1:00pm	Webinar
August 26th 2025	1:00pm - 2:00pm	Webinar

Advance registration is required. To register, please call 704.355.5021 or click on the link below and complete the required fields:

<https://forms.office.com/r/FiM4kRUDZP>

**Classes may be cancelled without adequate registration.
These dates and topics are subject to change based on demand.**

Atrium Health's Employee Assistance Program is designed to help you and members of your family with a variety of personal issues including marital conflicts, job stress, emotional, alcohol and drug problems and difficulties with children. If you or a family member needs help, contact the Atrium Health Employee Assistance Program at **704-355-5021** or **800-384-1097**.